

City Council Agenda Items  
and  
Contracts, Leases or Agreements

March 19, 2013

City Council Meeting Date  
Agenda Items Only

Dennis Pratt / Barbara Olsen  
Submitted By

Fleet Operations  
Division

Transportation  
Department

Action Required:

A resolution approving a Budget Adjustment to move funds from Fleet fund balance to the Fleet expense account.

\$ 14,500.00  
Cost of this request  
  
9700.1920.5802.00  
Account Number  
  
02080.2013  
Project Number

\$ 974,500.00  
Category / Project Budget  
  
39,690.00  
Funds Used to Date  
  
934,810.00  
Remaining Balance

Other vehicles / equipment  
Program Category / Project Name  
  
Vehicles and Equipment  
Program / Project Category Name  
  
Shop Fund  
Fund Name

Budgeted Item

Budget Adjustment Attached

[Signature] 3-1-13  
Department Director Date

Previous Ordinance or Resolution # \_\_\_\_\_

[Signature] 3-1-13  
City Attorney Date

Original Contract Date: \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Paul A. Beuhr 3-1-2013  
Finance and Internal Services Director Date

Received in City Clerk's Office 03-01-13 P03:34 RCVD  
[Signature]

[Signature] 3-1-13  
Chief of Staff Date

Received in Mayor's Office  
ENTERED 3/1/13  
[Signature]

[Signature] 3/4/13  
Mayor Date

Comments:



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## CITY COUNCIL AGENDA MEMO

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**To:** Mayor/City Council

**Thru:** Terry Gulley, Director of Transportation *12/11*

**From:** Dennis Pratt, Fleet Operations Supt. *DD*

**Date:** March 1, 2013

**Subject:** Budget Adjustment to move funds for purchase of message sign

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**PROPOSAL:** That City Council approve a budget adjustment to move funds from Fleet fund balance to the Fleet expense account.

**RECOMMENDATION:** Transportation's unit #9067 is a 2004 Portable Changeable Message Sign that died several months ago and needs to be replaced.

Fleet has received three written quotes, and recommends purchase of the lowest priced unit from Banner Sign & Barricade of Little Rock as it meets specs. Purchase price is \$14,475 including shipping and tax

**BUDGET IMPACT:** Fleet didn't budget to replace this unit in 2013, so a Budget Adjustment is needed to move funds from Fleet fund balance to Fleet expense account. Monthly operating charges were budgeted for the old unit so those funds will be used for the new unit.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION APPROVING A BUDGET ADJUSTMENT IN THE TOTAL AMOUNT OF \$14,500.00 TO PROVIDE FUNDING FOR THE PURCHASE OF A PORTABLE CHANGEABLE MESSAGE SIGN FOR THE TRANSPORTATION DEPARTMENT

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached as Exhibit "A", in the total amount of \$14,500.00 to provide funding for the purchase of a portable changeable message sign for the Transportation Department.

**PASSED and APPROVED** this 19<sup>th</sup> day of March, 2013.

APPROVED:

ATTEST:

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**

**City of Fayetteville, Arkansas  
Budget Adjustment Form**

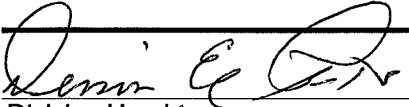
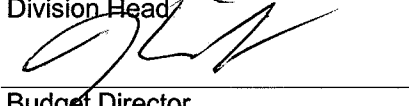
A. 2 V12.0724  
Portable Changeable Message Sign

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<b>Budget Year</b> 2013	<b>Division:</b> Fleet Operations <b>Department:</b> Transportation Services	<b>Request Date</b> 3/19/2013	<b>Adjustment Number</b>
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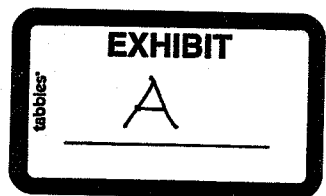
**BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION**

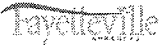
Funds are requested to purchase a portable changeable message sign board to replace #9067 (TRAN\_F049 - a 2004 Message sign board). Fleet didn't budget to replace it in 2013, but the old unit died. Sufficient funds are available to meet City objectives.

 Division Head	<u>2-28-13</u> Date	Prepared By: <u>Barbara Olsen</u> <i>bolsen</i>
 Budget Director	<u>3-1-13</u> Date	Reference: _____
<u>Troy Gully</u> Department Director	<u>3-1-13</u> Date	<b>Budget &amp; Research Use Only</b>
<u>Paul A. Barber</u> Finance Director	<u>3-1-2013</u> Date	Type:    A    B    C    D    E    P
<u>[unclear]</u> Chief of Staff	<u>3-1-13</u> Date	General Ledger Date _____
<u>[unclear]</u> Mayor	<u>3/4/13</u> Date	Posted to General Ledger _____
		Initial _____ Date _____
		Checked / Verified _____
		Initial _____ Date _____

**TOTAL BUDGET ADJUSTMENT**      14,500      14,500

Account Name	Account Number	Increase / (Decrease)		Project.Sub Number
		Expense	Revenue	
Vehicles and equipment	9700.1920.5802.00	EX 14,500	-	02080 . 2013
Use of fund balance	9700.0970.4999.99	RE -	14,500	.
				.





**City of Fayetteville, Arkansas**  
Purchasing Department  
Request and Quotations Form - Revised 8/25/2005

Amount	Quote Requirements	Notes
\$1000-\$2499.99	3 Verbal Quotes	Please put vendor names and quote amount in comment section of your P-Card/PO request. Please write "sole source" if it applies.
\$2500-\$20,000	3 Written Quotes	Purchases \$2500 and up cannot be processed by using a P-Card, you MUST USE A PO. Please make sure that your quotes are attached to your PO Request before you send it to Purchasing.
\$20,000 - above	Contact Purchasing Division	Formal Bid Process - Contact Purchasing Division

Quote Number: \_\_\_\_\_ Your records only      GL Account Number: 9700.1920.5802.00, project 02080.2013

Date: 2/25/2013      Purchase Order Number: \_\_\_\_\_  
Please use a P-Card if possible. Only order after request is approved (P-Cards) or after obtaining a PO Number first.

Date Needed: 3/4/2013      Department: Operations - Fleet Operations

Taken By: Jesse Beeks

Description of Item (s):
One portable changeable Message Sign, trailer mounted

Quantity: One

Vendor List	Qty	Item Description	Price Each	Total Price	Remarks
Vendor #1 Banner Sign & Barricade, Inc Address City, St Zip	1	Silent Messenger III	\$14,475.00	\$14,475.00	includes shipping & tax
Vendor #2 Fleet Safety Equipment Address City, St Zip	1	silent Messenger III	\$17,829.55	\$17,829.55	Tax extra
Vendor #3 Give 'Em A Brake Safety Address City, St Zip	1	NTCIP message sign	\$14,550.00	\$14,550.00	Tax extra

Comments:

## City Of Fayetteville - Purchase Order (PO) Request

(Not a Purchase Order)

**All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)**  
**All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us**

Requisition No.:	Date:
P.O Number:	Changeable Message Sign
	Expected Delivery Date:

Vendor #: <b>11480</b>	Vendor Name: <b>BANNER SIGN AND BARRICADE</b>	Mail Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Taxable Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	Quotes Attached Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Address:		Fob Point:	Divison Head Approval:	
City:	State:	Zip Code:	Ship to code:	<b>TSO</b>
Requester: <b>BARBARA OLSEN</b>		Requester's Employee #: <b>1940</b>	Extension: <b>485</b>	

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	2013 SILENT MESSENGER III PORTABLE	1	EA	14,475.00	\$14,475.00	9700.1920.5802.00	02080.2013		709174
2	CHANGEABLE MESSAGE SIGN BOARD PER				\$0.00				
3	QUOTE, TO BE UNIT 9174, FIXED ASSET 709174				\$0.00				
4	PRICE INCLUDES SHIPPING AND TAXES				\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:

Subtotal:	<b>\$14,475.00</b>
Total:	<b><u>\$14,475.00</u></b>

Approvals:

Mayor: _____	Department Director: _____	Purchasing Manager: _____
Finance & Internal Services Director: _____	Budget Manager: _____	IT Manager: _____
Dispatch Manager: _____	Utilities Manager: _____	Other: _____